

# Career Opportunity Bulletin



Make a difference  
**MAINE**  
State Government

## SUPERVISOR RECREATION

CODE: 410100 PAY GRADE: 20 (\$16.01- 20.87/hr.)

Value of State-paid Dental Insurance: \$13.69 biweekly

Value\* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

\*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

Value of State's share of Employee's Retirement: 17.87% of pay

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**OPENING DATE** *June 14, 2012*

**CLOSING DATE:** *June 29, 2012*

### **JOB DESCRIPTION:**

This is paraprofessional support work of a supervisory nature in directing a recreational program at a state institution or correctional facility. Responsibilities include developing and administering recreational and group programs which may include athletic, therapeutic, cultural, social, musical, and dramatic activities for the development, education, socialization, and rehabilitation of residents. Supervision is exercised over a staff of professional and/or security personnel.

### **MINIMUM REQUIREMENTS:**

In order to qualify, you must have two (2) years experience as a Correctional Officer, Juvenile Program Worker, Guard, Training School Counselor, or directly related corrections experience with demonstrated knowledge and/or work experience in planning, organizing, and supervising athletic or other recreational activities.

### **GENERAL INFORMATION:**

- The Department of Corrections, Maine State Prison has a current vacancy in Warren.
- ***An on-line application is required for this job title and must be submitted even if you are currently on any other registers.***
- ***You must complete the required Supplemental Qualifications Form (First part of online application "apply now" process).***
- Your application evaluation results will be e-mailed to the address you use to login to your online account.
- Qualified applicants will be placed on an Employment Register for this classification

**TYPICAL DUTIES** in this job classification include:

- Plans, organizes, and implements a comprehensive recreational program providing activities for residents, individually and in groups, to support the residents' developmental and therapeutic needs.
- Consults with other staff members regarding resident interests, and assigns residents to recreation classes or activities.
- Interviews new residents to determine their interests and plan a recreational program for them.
- Records resident progress.
- Represents recreation unit on various committees.
- Requisitions and maintains recreational equipment and supplies.
- Coaches, instructs, and oversees games, athletic events, or other recreational activities.
- Keeps and reviews program activity records and submits reports; reviews, evaluates, and improves existing programs; and develops new recreation programs.
- Plans, organizes, assigns, and directs the work activities of subordinate staff.

*The Bureau of Human Resources reserves the right to use any other selection devices necessary in order to identify those candidates who are most qualified.*

**APPLICATION INFORMATION:**

You must complete the on-line application by logging on to our Web Page ([www.maine.gov/bhr/state\\_jobs](http://www.maine.gov/bhr/state_jobs)), clicking the Open Competitive Jobs link, and clicking Apply Now under this job title.

***The Bureau of Human Resources is unable to provide copies of submitted materials.***

*Maine State Government is an Equal Opportunity/Affirmative Action Employer*

# SUPPLEMENTAL QUALIFICATIONS FORM

## Supervisor Recreation (410100)

APPLICANT'S NAME: \_\_\_\_\_

### **INSTRUCTIONS:**

- Your responses on this form will be the basis making a numerical evaluation of your background training and experience (your final score).
- *False or misleading statements may result in rejection of your Application for Employment or dismissal from Maine State Service if selected.*
- Statements made on this form and in your application are subject to verification by the Bureau of Human Resources and the Appointing Authority.

### ***SECTION I - Minimum Requirements***

- **Work Experience Guidelines for this section ONLY:**
  - Work Experience must be **full time equivalent (40 Hours/Week).**

Please select the statement which best describes your background:	
I have two (2) years experience as a Correctional Officer, Juvenile Program Worker, Guard, Training School Counselor, or directly related corrections experience with demonstrated knowledge and/or work experience in planning, organizing, and supervising athletic or other recreational activities.	
I don't have two (2) years experience as a Correctional Officer, Juvenile Program Worker, Guard, Training School Counselor, or directly related corrections experience with demonstrated knowledge and/or work experience in planning, organizing, and supervising athletic or other recreational activities.	

**Directions for Sections II and III:** Indicate your skill level by marking the appropriate boxes for each item listed. **It is important that you be as honest as possible in your evaluation of your skills.** If you are selected to be interviewed for one of these positions, you should anticipate the interviewer will have a copy of your self-evaluation and ask you to provide examples of your work experience or training that support your self-evaluation ratings. You may also be required to complete a performance test to demonstrate your proficiencies in selected skills.

### **Definitions:**

**None** - I have no training, education, or experience in this area.

**Level 1** - I have some experience performing this task under close supervision -  
OR- I have successfully completed training or coursework in this area,  
but I have no experience performing this task.

**Level 2** - I have experience performing this task and am fully capable of  
performing this task independently.

**Level 3** - I have experience performing this task independently and have trained  
others or provided assistance to other staff in this area.

**SECTION II:**

<b>I have:</b>	<b>None</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
Planned, organized, assigned, and directed the work activities of subordinate staff.				
Facilitated the attainment of unit goals to ensure consistent application of unit policies, procedures, and guidelines.				
Conferred with and counseled subordinate staff in order to exchange information, identify problems, and formulate solutions.				
Consulted with other staff members regarding resident interests in order to assign residents to recreation classes or activities.				
Document activities and maintain reports and records.				
Represented recreation unit on various committees in order to exchange information and coordinate activities.				
Requisitioned and maintained recreational equipment and supplies in order to ensure adequate resources for a recreational program.				
Coached, instructed, and overseen games, athletic events, or other recreational activities in order to provide recreation.				
Reviewed program activity records and submitted reports in order to review, evaluate, and improve existing programs and develop new recreation programs.				
Knowledge of recreational and group work principles and techniques.				
Worked with delinquent or physically or mentally handicapped persons.				
Taught recreation methods to new or untrained subordinates.				
Developed and supervised an institutional recreation program.				
Analyzed the recreation needs of residents.				
Kept records and written reports.				

**SECTION III:**

<b>Education: (Select one)</b>	
I have an Associate's Degree in Criminal Justice, Planning, Administration, Law Enforcement, Behavioral Sciences or related field.	
I have a Bachelor's Degree or higher in Criminal Justice, Planning, Administration, Law Enforcement, Behavioral Sciences or related field.	
I have a Bachelor's Degree in Recreation.	
I have none of the above.	